



-Vacancy Announcement -

The Housing and Community Development Authority is accepting resumes for a Senior Financial Accountant.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Vinya Dunbar at vdunbar@ihcda.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 597535 via the state's job bank at www.IN.gov/spd. To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and will require some travel.

Please see next page for job description.



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EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

State of Indiana
Lieutenant Governor
Sue Ellspermann



IHCDA Job Expectations

Our Mission: To provide housing opportunities, promote self-sufficiency and strengthen communities.

Title:	Senior Financial Accountant	Exempt
Reports To:	Director of Accounting	Date last revised: 6/24/2015
Supervises:	No direct supervision. Leads projects and cross trains departmental personnel.	
Summary:	<p>The position contributes to fulfilling the IHCDA mission and meeting strategic and annual IHCDA operational and program goals by assisting the Director of Accounting through:</p> <ul style="list-style-type: none"> - Ensuring the integrity of various accounting-related activities designed to meet generally accepted standards of accounting and auditing, providing financial accountability for the agency, assuring use of proper internal controls, and helping to support the activities of the operating departments. - Meeting operational and program goals by coordinating with agency personnel for the assigned programs to ensure timely completion and distribution of trial balances and budgets to program managers for accurate administration of and compliance with the programs. - Assisting with the administration of the bond programs to ensure reconciliation, recording and reporting of those program activities. - Fulfilling customer service needs of the organization through providing support and training related to accounting and reporting activities. - Ensuring the integrity of accounting information by recording, verifying, consolidating, and entering transactions. - Promotes Continuous Improvement (CI) initiative(s) and promotes a culture of Office Kaizen. 	
Evaluation of Performance:	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDA and its associated governing entities.	
Key Outcomes Expected:	<ul style="list-style-type: none"> • Reconciles assigned bank statements and trust accounts. <ul style="list-style-type: none"> - Completes assigned bank statements (verifying that funds received and disbursed have been properly accounted for) and submits for management review by the designated deadline. - Researches and makes any needed corrections and prepares appropriate journal entries. - Communicates with bank and trust personnel to resolve concerns. - Updates related spreadsheets and other backup documents. • Prepares and performs the monthly allocations within the designated deadline. (Cross trains on all areas except for payroll). • Reviews the daily and weekly Accounts Payable transactions for proper coding and set-up for designated EFT or check disbursement. (On a back-up basis). • Assists with the annual budget preparation as needed. • Assists Program Directors and Managers with program audits. • Maintains schedules for accruals and amortizations and prepares related journal entries for the completion of monthly financial statements and budgets for assigned programs. • Reviews trial balance(s) and makes correcting/adjusting entries prior to the month end close for assigned programs. Reconciles accounts on a daily / monthly basis depending upon need. • Disseminates financial information (e.g., trial balances, budgets, and special requests) to program managers for approval and timely administration of program funds. Coordinates with the program accountants to ensure that funds are maintained accurately, and any issues are resolved timely. • Responds accurately and timely to monthly reporting inquiries, provides information, assists in preparation of schedules, and provides support for the preparation of the year-end financial statements for auditors for the year-end audit. Maintains annual spreadsheet requests on a monthly basis. Plays a greater role in the year end close through coordination of assigned aspects of the annual financial statement and A-133 audits. • Creates and / or updates financial statements and supplemental schedules within the financial reporting software, as needed. • Organizational resource to use and train on the reporting software package, e.g., Management Reporter. • Opens and closes fiscal periods for the various financial reporting package modules to accommodate hard monthly closes. • Researches / trouble-shoots programmatic issues affecting financial reporting and internal controls, as needed. 	

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Key Outcomes Expected:	<ul style="list-style-type: none"> • Performs set up for the Chart of Accounts for program changes / new programs/bond series. • Understands the inputs and outputs to the accounting processes to effect process improvements for the department and organization. • Documents and assesses departmental procedures, internal controls and their implementation. • Applies Generally Accepted Accounting Principles (GAAP) within accounting processes and financial reporting requirements • Researches and makes recommendations relative to the impact of new Governmental Accounting Standards Board (GASB's) to IHCDA. • Updates job knowledge by participating in educational opportunities, reading professional publications, participating in professional organizations to maintain continuing professional education (CPE) requirements. • Maintains financial information in a manner that it is accessible and backed-up routinely.
Key Outcomes Expected:	<ul style="list-style-type: none"> • Provides quality customer service to our internal and external associates. • Exercises time management to ensure that deliverables are timely, and accurate. • Performs accurate, timely bank reconciliations. • Produces accurate, timely monthly budget reporting. • Assists in the generation of accurate, timely monthly financial statements. • Produces accurate, timely General Fund and Program trial balances. Performs monthly sign-off of Program trial balances for the timely processing of the Program Admin. • Prepares accurate, timely compliance filings. • Provides accounting functions for the Bond programs to ensure proper recordkeeping for program activities. • Assists in designating proper trust accounts for expenditures related to cost of issuing bonds.
Critical Skills, Knowledge, and Behaviors:	<ul style="list-style-type: none"> • Demonstrates effective verbal and written communication skills. Possesses the ability to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels. • Demonstrates customer service orientation and is responsive to needs / requests. • Provides timely status updates on workload and assignments to their manager. • Is proactive in anticipating and alerting others to problems with projects or processes. • Applies critical thinking to assist with the implementation of new processes and in problem resolution. • Takes initiative, requires little supervision. • Prioritizes and organizes tasks and time, and follows up to bring concerns to a resolution. • Performs responsibilities efficiently and timely. • Juggles multiple requests and meets multiple deadlines. • Works independently or as a part of a team. • Thinks logically and analytically. • Exercises attention to detail. • Possesses knowledge of operating and capital budgets. • Demonstrates knowledge and understanding of GAAP. • Possesses experience with governmental / non-profit accounting principles and procedures. • Has the ability to develop and establish financial policies and procedures. • Effectively directs accounting processes. • Demonstrates the ability to read, interpret, and prepare financial statements. • Exercises the ability to analyze financial information, recognize trends, and make decisions. • Exercises proficiency in basic computer skills, i.e. Microsoft Word, Excel, Internet usage (e-mail). • Demonstrates proficiency in basic mathematics. • Establishes and maintains effective and appropriate relationships with employees and IHCDA partners. • Maintains the confidentiality of any agency, financial, or personnel information. • Has the ability to be bonded.
Education, Experience, Degrees, Licenses:	<ul style="list-style-type: none"> • Bachelor's Degree in Accounting. • Experience with the application of GAAP and familiarity with the GASB. • 3-5 years of accounting and financial reporting experience. • Experience with accounting software – prefer experience with Great Plains. • CPA, or CPA candidate.

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Work Environment and Physical Demands:	<ul style="list-style-type: none">• Work is performed in an office environment.• Performs under the pressure of deadlines.• Works proficiently with computers and other office equipment.
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